LOGISTICS PILLAR MEETING MINUTES

LOCATION: National Disaster Management Agency office and On-line meeting

DATE: 23 June 2022

LEADS: National Disaster Management Agency and World Food Programme


AGENDA:
1. Action items from last meeting
2. Warehouse Management Workshop Outcome
3. Preparedness Plan for National Disaster Management Agency and Key Partners
4. Succession Planning for the Logistics Pillar
5. Constraints Humanitarian Agencies are facing/Best Practice
6. AOB
9. Next meeting

OUTCOMES/ ACTIONS

- Partners to send Memorandum of Understanding samples to assist in the drafting of the MOU for UNDP procured boats for coastal operations and disaster response.
- NRA to provide correspondence to partners and stakeholders on the use of Bill of Lading in the ASYCUDA System to initiate the import clearance process.
- National Disaster Management Agency to share focal point for storage facilities.
- WFP to assist NDMA with GIS support.
- National Disaster Management Agency to bilaterally meet with IFRC for clarity in sourcing funds for response activities.
- National Disaster Management Agency to provide a list of fuel companies already mapped.
- National Disaster Management Agency to dismantle 70% of the MSUs in Port Loko Hub.
- National Disaster Management Agency support staff to visit the McDonald’s Warehouse to implement lessons learned.
- Next logistics Pillar meeting is scheduled for 21 July 2022.

USEFUL LINKS

- Logistics pillar Google link here
- Inter-pillar google link here
- Sierra Leone Log.ie site https://logie.logcluster.org/?op=sle
- Logistics Cluster – online basic logistics training registration here

1. Welcome and Action items

The logistics pillar coordination meeting was held on the 23 June 2022 at the National Disaster Management Agency Conference room. This meeting was chaired by the Deputy Director General of National Disaster Management Agency and was facilitated by the World Food Programme Logistics
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Preparedness Officer. He welcomed all that were present at the meeting and apologized for the delay in convening the meeting which was due to an emergency staff meeting that was called to discuss staff welfare. He reiterated the need for collaboration, and he urged members to focus on preparedness activities to build the platform for structures and policies.

Most of the action items have not been addressed owing to the unavailability of partners, therefore, emphasis was placed on the focal points to provide the necessary information that will ease the burden of partners and provide information for responders.

2. Warehouse Management Workshop outcomes

As part of the prepositioning strategy for wet season, a warehouse management training was conducted by WFP from the 6 – 8 June 2022 at the Radisson Blu Hotel in Freetown. Below are key highlights given by National Disaster Management Agency personnel that benefitted from the training:

- The National Disaster Management Agency’s Data Analyst stated that the training was on point in a way that it created a level of awareness for them, and she will be very interested if she were called to another training of such relevance to her line of work.
- A support staff at the National Disaster Management Agency spoke about the stacking methods she learnt from the training and the benefit they (NDMA) will be deriving through future operational activities by implementing best practices to improve their storage facilities. She went on to say that she now understands the prepositioning strategy better than before and it is high time they (NDMA) started the procurement process for the relief items for district response activities.
- The National Disaster Management Agency Relief Officer, talked about warehouse planning, layout and the receipt of goods and envisaged the trend response activities will take with the ‘new knowledge’ acquired. He further stated that the explanation on port operations has brought added insights on logistics and the supply chain process.
- The National Disaster Management Agency’s Deputy Director General acknowledged WFP’s effort in organising such trainings that got his personnel so animated in expounding what they captured from the training and went on to say that the Field Based Preparedness Project has positively changed the trajectory of disaster management within the agency.

ACTION POINT

WFP to assist with GIS/Log i.e., training, and other preparedness related trainings for National Disaster Management Agency.

3. Preparedness Plan for NDMA and Key Partners
WFP Logistics Preparedness Officer spoke about the preparatory phases of a disaster and an all-encompassing plan that deals with aspects ranging from stakeholders’ management to logistics coordination, supply chain overview, geospatial information, procurement process, humanitarian actors, transport, and warehousing management amongst others. This line of thought was necessary to support the National Disaster Management Agency in understanding the importance of these areas in line with disaster management.

- Disaster Risk Manager for Freetown City Council recalled an incident from 2017 during the Mudslide, the Office of National Security found it very difficult getting storage facilities to store items that were donated. They converted a room as a storage facility for the donated items. When these items were ready to be handed over, they realized that most of them had gone bad or deteriorated.

- The National Disaster Management Agency’s Director of Relief and Response, also a former staff of ONS also reiterated this same event bringing up the constraints they faced during the disaster as they were not knowledgeable in warehouse management. Most of the food items received from humanitarian bodies were eaten by rats and this costed the government over 50 million leones to dump the food items that were bad and the expired goods. He stated that they have gone far in acquiring disaster related knowledge and commended WFP for the impact they are creating in Sierra Leone and the world at large.

- Another Data Analyst for the National Disaster Management Agency said that it is very vital that WFP is giving technical support to them in the form of capacity building. He stated that if all the trainings and support given to them are adhered to and utilized, then they will be in the right footing to approach disasters. However, he raised concern over the principle of reconstitution as he needs an in-depth knowledge on this subject.

- The Logistics Officer for the National Disaster Management Agency stated that Finance and other functional area focal points need to attend the logistics pillar meetings to be conversant with supply chain processes.

ACTION POINT

Training to be organized for a cross section of the National Disaster Management Agency operational personnel.

Focal points from all functional areas within the National Disaster Management Agency to join the logistics pillar meetings

4. Succession Planning for the Logistics Pillar

A week ago, the OBT Logistics focal point said his goodbyes to the logistics pillar as he will be leaving the shores of Freetown after completing his assignment in Freetown. He was very instrumental in the import clearance deliberations with NRA and will be sorely missed. On the other hand, the WFP Logistics Officer presently working in the capacity of Co-lead for the logistics pillar will be on Break in Service from the 1 – 31 July 2022. Therefore, there was a need to add the caption/ agenda item as a subject to be deliberated and proffer solutions for the continuity of the pillar meetings.
• The National Disaster Management Agency's Director of Relief and Response emphasized the need for succession planning in an organization and the benefits that come out of it because of proactive planning and engagement. He immediately delegated responsibilities to his team members and committed them to ensure that the next meeting holds because if it doesn’t it means they have failed.

• He also urged his team members to be proactive rather than being reactive to issues bordering disaster.

• The National Disaster Management Agency’s Deputy Director General stated that he has been in the working environment for a very long time capturing new ideas and making them useful in the form of knowledge sharing and development. He went on to say that when the Field Based Preparedness Project was introduced in Sierra Leone, they were grappling with the new concept but now he is very confident that they have made tremendous effort in imbibing the project’s aims and objectives. He also reaffirms that the National Disaster Management Agency will take full responsibility to lead the logistics meeting and encouraged the WFP National Logistics Officer to connect via the zoom link they will be providing to be part of the upcoming logistics pillar meeting.

• The Logistics Manager for Handicap International stated his appreciation for being part of the logistics pillar meeting and the efforts logisticians are making to strengthen institutions. He looks forward to future engagement with partners.

• The Logistics Coordinator for MSF OCA (Holland) also expressed his gratitude for joining the logistics pillar meeting for the very first time during his two weeks stay in Sierra Leone with his family.

**ACTION POINT**
The National Disaster Management Agency to plan and facilitate the upcoming logistics pillar meeting that will be held on the 21 July 2022.

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### 5. Constraints Humanitarian Agencies are facing/Best Practice

• The National Logistics Preparedness Officer for WFP urged partners to come up with constraints they are encountering in the country in relation to the implementation of their projects and proffer support in assisting other humanitarian actors to mitigate their constraints. He also stated that if the issues faced are sensitive, then there would be no need for it to be shared except if the need arise for it to be deliberated for prompt solutions.

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### 6. AOB

• The National Disaster Management Agency plans to dismantle 12 mobile storage units in Port Loko that are in bad shape.
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- Next logistics pillar meeting will be held on the 21 July 2022

Contacts:

Major Prince Sesay  Logistics officer NDMA  princesesay942@gmail.com  076786270
Philomina Turay  Deputy Director Comms, NDMA  philominaturay@yahoo.com  076667448
Duraman Kargbo  Port Loko Logs hub manager, NDMA  duramankargbo2020@gmail.com  076684181
Nathaniel Kelly  National Logistics Preparedness officer, WFP  nathaniel.kelly@wfp.org  030008326